



**Board of Works**

Andy Cook  
John Hart  
Mark Heirbrandt

**Clerk Treasurer**

Cindy J. Gossard

**Public Works Department**

(317) 804-3150 office  
(317) 804-3181 fax

2728 East 171st Street  
Westfield, IN 46074  
[westfield.in.gov](http://westfield.in.gov)

# Memorandum

To: Westfield Board of Public Works & Safety

Date: June 21, 2012

Re: Public Works & Matters

## **Memo to Board Members**

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

### **Fees Collected**

(See Attachment 1)

### **Safety Statistics**

(See Attachment 2)

### **Public Works Progress Report**

(See Attachment 3)

### **Employee of the Month for November & December**

The City Services Going the Extra Mile Employee of the Month selection for May 2012 was Diana Peyton.

Please join me in congratulating Diana Peyton on this significant achievement.

# ATTACHMENT #1

## Yearly Permit Fees-2012

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 225.00	\$ 400.00	\$ 3,150.00	\$ 3,250.00								
Sewer Availability Fees	\$ 11,613.48	\$ -	\$ 3,150.00	\$ 3,500.00								
Sewer Tap Fees	\$ 6,000.00	\$ 24,000.00	\$ 30,312.00	\$ 33,600.00								
Subsequent Sewer Connection	\$ 1,820.91	\$ 3,636.00	\$ 2,198.00	\$ 2,958.00								
Water Availability Fees	\$ 5,683.08	\$ -	\$ 6,481.80	\$ 3,492.00								
Water-3/4" Tap Fees	\$ 3,000.00	\$ 11,500.00	\$ 18,895.00	\$ 19,470.00								
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -								
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -								
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -								
Lawn Irrigation Fees	\$ 120.00	\$ 1,080.00	\$ 3,290.00	\$ 4,750.00								
Road Impact Fees	\$ 7,200.00	\$ 21,600.00	\$ 23,400.00	\$ 43,200.00								
Plan Review Fees	\$ 1,325.00	\$ 3,165.00	\$ 3,180.00	\$ 1,475.00								
Inspection Fees	\$ 5,531.50	\$ 5,198.50	\$ 1,535.50	\$ 5,258.00								
Map Fees	\$ -	\$ -	\$ -	\$ -								
Erosion Control Appl. Fees	\$ 500.00	\$ 2,600.00	\$ 3,800.00	\$ 2,900.00								
Erosion Control Penalty Fees	\$ 500.00	\$ 100.00	\$ 400.00	\$ 3,000.00								
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ 600.00	\$ -								
Water Permit Fees	\$ -	\$ -	\$ 600.00	\$ 300.00								
Water Service Line Protection	\$ 288.00	\$ 96.00	\$ -	\$ 384.00								
<b>Totals per Month</b>	<b>\$ 43,806.97</b>	<b>\$ 73,375.50</b>	<b>\$ 100,992.30</b>	<b>\$ 127,537.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 3,775.00	\$ 3,250.00	\$ -	\$ -
Sewer Availability Fees	\$ 14,763.48	\$ 3,500.00	\$ -	\$ -
Sewer Tap Fees	\$ 60,312.00	\$ 33,600.00	\$ -	\$ -
Subsequent Sewer Connection	\$ 7,654.91	\$ 2,958.00	\$ -	\$ -
Water Availability Fees	\$ 12,164.88	\$ 3,492.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 33,395.00	\$ 19,470.00	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 4,490.00	\$ 4,750.00	\$ -	\$ -
Road Impact Fees	\$ 52,200.00	\$ 43,200.00	\$ -	\$ -
Plan Review Fees	\$ 7,670.00	\$ 1,475.00	\$ -	\$ -
Inspection Fees	\$ 12,265.50	\$ 5,258.00	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 6,900.00	\$ 2,900.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 1,000.00	\$ 3,000.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ -	\$ -
Water Permit Fees	\$ 600.00	\$ 300.00	\$ -	\$ -
Water Service Line Protection	\$ 384.00	\$ 384.00	\$ -	\$ -
<b>Totals per Quarter</b>	<b>\$ 218,174.77</b>	<b>\$ 127,537.00</b>	<b>\$ -</b>	<b>\$ -</b>

	2012 Year to Date
Encroachment Permits	\$ 7,025.00
Sewer Availability Fees	\$ 18,263.48
Sewer Tap Fees	\$ 93,912.00
Subsequent Sewer Connection	\$ 10,612.91
Water Availability Fees	\$ 15,656.88
Water-3/4" Tap Fees	\$ 52,865.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Conn.	\$ -
Lawn Irrigation Fees	\$ 9,240.00
Road Impact Fees	\$ 95,400.00
Plan Review Fees	\$ 9,145.00
Inspection Fees	\$ 17,523.50
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 9,800.00
Erosion Control Penalty Fees	\$ 4,000.00
Sanitary Sewer Permit Fees	\$ 600.00
Water Permit Fees	\$ 900.00
Water Service Line Protection	\$ 768.00
<b>Gross Total for 2012</b>	<b>\$ 345,711.77</b>

	4 months of 2011	Type of Fees	Apr-11
Encroachment Permits	\$ 2,725.00	Encroachment Permits	\$ 1,325.00
Sewer Availability Fees	\$ 57,750.00	Sewer Availability Fees	\$ 5,250.00
Sewer Tap Fees	\$ 42,600.00	Sewer Tap Fees	\$ 15,600.00
Sub- Sewer Connection	\$ 11,072.00	Subsequent Sewer Connection	\$ 5,156.00
Water Availability Fees	\$ 34,920.00	Water Availability Fees	\$ 2,700.00
Water-3/4" Tap Fees	\$ 22,200.00	Water-3/4" Tap Fees	\$ 7,000.00
Water-1" Tap Fees	\$ -	Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -	Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -	Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ 2,760.00	Lawn Irrigation Fees	\$ 1,800.00
Road Impact Fees	\$ 73,800.00	Road Impact Fees	\$ 30,600.00
Plan Review Fees	\$ 12,650.00	Plan Review Fees	\$ 3,780.00
Inspection Fees	\$ 5,676.43	Inspection Fees	\$ 1,036.00
Map Fees	\$ -	Map Fees	\$ -
Erosion Control Appl. Fees	\$ 7,800.00	Erosion Control Appl. Fees	\$ 2,900.00
Erosion Control Penalty Fees	\$ 3,850.00	Erosion Control Penalty Fees	\$ 300.00
Sanitary Sewer Permit Fees	\$ 1,200.00	Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ 1,500.00	Water Permit Fees	\$ 900.00
Water Service Line Protection	\$ 3,018.00	Water Service Line Protection	\$ 918.00
<b>Total</b>	<b>\$ 283,521.43</b>	<b>Total</b>	<b>\$ 79,565.00</b>

	2011 Totals	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 17,300.00	\$ 14,205.70	\$ 11,025.00	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 642,172.94	\$ 638,150.33	\$ 218,300.00	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 209,436.00	\$ 297,396.00	\$ 288,072.00	\$ 647,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 35,528.93	\$ 44,542.60	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 400,031.17	\$ 338,532.16	\$ 112,252.50	\$ 609,595.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 112,757.50	\$ 141,019.26	\$ 126,495.00	\$ 289,725.00	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,750.00	\$ 5,865.00	\$ 39,581.17	\$ 63,824.10
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,680.00
Subsequent Water Connection	\$ -	\$ 7,420.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 21,030.00	\$ 13,710.00	\$ 7,865.00	\$ 3,525.00	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 310,766.12	\$ 374,674.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.56	\$ 909,894.76	\$ 908,081.55	\$ 586,208.98
Plan Review Fees	\$ 29,267.00	\$ 23,867.50	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 24,760.43	\$ 23,993.94	\$ 19,351.00	\$ 50,605.00	\$ 85,055.60	\$ 93,523.38	\$ 10,536.57	\$ 616.77
Map Fees	\$ -	\$ 2,400.00	\$ -	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Appl. Fees	\$ 24,028.00	\$ 26,054.00	\$ 15,300.00	\$ 25,800.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 8,000.00	\$ 4,500.00	\$ 7,750.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 2,700.00	\$ 600.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -	\$ -
Water Permit Fees	\$ 3,300.00	\$ 900.00	\$ 600.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Service Line Protection	\$ 6,675.78	\$ 12,147.00	\$ 6,737.00	\$ 952.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
<b>Gross Total</b>	<b>\$ 1,847,753.87</b>	<b>\$ 1,964,113.11</b>	<b>\$ 1,084,124.90</b>	<b>\$ 3,028,295.79</b>	<b>\$ 2,188,657.07</b>	<b>\$ 5,228,125.50</b>	<b>\$ 7,438,570.94</b>	<b>\$ 4,933,639.66</b>
	2011	2010	2009	2008	2007	2006	2005	2004

Response	Percentage
Yes	75%
No	25%

3/5 Matt Bell was injured while working on a curb, slipped and fell and injured his shoulder. Under Worker's Comp since the accident.

## **ATTACHMENT #3**

### **WESTFIELD BOARD OF PUBLIC WORKS MEETING**

#### ***Westfield Public Works Executive Summary Progress Report***

1. Village Park TIF Projects

- South Union to Western Way Drive (Westfield Blvd.)(aka West Access Road) – This project has been broken into 3 Segment Phases. Phase 1 is from US31 south to 151<sup>st</sup> Street. The alignment and location of this segment has not be determined. Phase 2 will be from 151<sup>st</sup> south and tie into Greyhound Pass. Phase 3 will consist of building a Round-A-Bout at the intersection of Western Way/Greyhound Pass and the new West Access Road Connection.

The professional services design for Phase 1 has been awarded to VSE Engineering. With this design a complete environmental assessment will be conducted for all 3 Phases. Additionally, in the Winter and Spring of 2011 the entire area was surveyed. VSE has begun the initial process of design for the construction of Phase 1.

Numerous coordination meetings have been held with INDOT and Panhandle Eastern in regards to road and high pressure gas line coordination.

2. Eastside TIF Projects – 161<sup>st</sup> Street and Carey Road. The design and engineering work on the 161<sup>st</sup> Street and Carey Road Round-a-bout project is complete, with R/W acquisition and utility coordination beginning in 2012. At this time, it appears that this project will likely be scheduled for utility relocations in late 2012 with construction in early 2013.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering have been completed. VSE Engineering has finalized plans and prepared easement documentation and were sent to residents on July 29, 2011 This project is now shelf ready and ready to move forward in 2012. This Project was bid on April 27th and will be brought to the Board on May 3rd for approval and award. Construction for this project is not scheduled to start until after July 1 of 2012 in order to take advantage of the dry summer conditions and shorten the construction period.
4. Block Grant. This Project is complete with only minor punchlist items needing to be completed like final restoration and seeding. The 2013 Block Grant was submitted and we are awaiting approval from the Noblesville Housing Authority.
5. 2012 Resurfacing and Maintenance Improvement Project. The 2012 Resurfacing and MIP list has been generated and was bid on Monday April 27th, 2012 and will be brought to the Board on May 31st for approval and award.
6. Towne Road Bridge Replacement over the John Edwards Drain. The Public Works Engineering Division will be drafting an RFP for the design of a bridge for Towne

Road. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. Engineering will begin in late 2012 with proposed construction of this bridge proposed for 2013 depending on funding.

7. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department continues to assist in the design and financial analysis meetings associated with this project. The Public Works Department is also overseeing the construction and inspection activities associated with Meyer Najem and Crider and Crider.
8. 186<sup>th</sup> Street Extension. This project is in conjunction with the Grand Park Project and the proposed Main Street Project. This project was bid on January 27, 2012 and will be taken to the Redevelopment Commission on March 5, 2012 for approval and award. This project has been awarded and the Contractor, Crider and Crider as begun construction.
9. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
10. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property. The Public Works Department continues to look for opportunities to utilize the maximum extent of the available land for development and will be working with the DNR to revise the limits of the floodway for the future Safety Training Facility that will be developed in the future.
11. Horseshoe Well Development. Well 16 is currently under construction with the drilling of Well #16. Following the completion of the drilling of Well 16 the installation of the associated valve vault, electrical, and instrumental apertures will follow.
12. Oakridge Road and 161<sup>st</sup> Street Round-a-bout. The Public Works Department applied for CMAQ funds for a RAB at this intersection and these funds were approved at the August of 2011 by the MPO. The original funding was for construction only with the cost of design, R/W and utility acquisition by the City. The Public Works Department applied for additional funds for the cost of design, R/W and utility acquisition and these funds were also approved at the August 2012 MPO making this project 100% funded. Design will begin early 2012 and the Selection Team for the RFP has concluded their scoring sheets which were sent to INDOT for final approval. INDOT has approved United Consulting Engineers for the Design of the 161<sup>st</sup> Street Round-a-bout. Construction of the RAB is scheduled for the summer of 2013.
13. Springmill Road and 156<sup>th</sup> Street Round-A-bout. The Public Works Department applied for CMAQ funds for the construction of RAB's at this intersection and these funds were approved at the August of 2011 by the MPO. At the August MPO Policy Meeting the MPO members voted to approve the 156<sup>th</sup> Street and

Springmill Road RAB for funding for construction and construction inspection. This intersection will be designed in late 2012 with construction in 2014.

14. Spring Mill Road (146<sup>th</sup> Street to SR32) and 161<sup>st</sup> Street (Springmill Road to US31) The Public Works allied for funding through the MPO for funding to study the above corridor. The Funding was approved in late 2011 and we recently requested additional funding to expand the scope of the study. The MPO received and reviewed the revised scope of work submitted by United for the expanded Spring Mill Road and 161<sup>st</sup> Street study noting the increased total cost. The MPO was able to fund the federal portion of the expanded study with a total MPO contribution of \$78,800 and a local contribution of \$19,720 paid by the City of Westfield. The Department has selected United Consulting Engineers to complete this study and held a kick off meeting in February to finalize the contract and scope to begin the evaluation of these roads.
15. US 31 Freeway Project. The Public Works Department continues to meet with INDOT and the Design Team in regards to coordinating the design and utility relocations associated with this project. Recently this project has been accelerated and has increased the amount of time needed on this project.
16. Monon Trail TE Grant Funds. The City has officially been awarded TE funds for three projects. They are as follows:

Des. No.	Location	Amount
0900029	SR 32 to 216 <sup>th</sup> St.	\$846,000 (federal)/\$211,500(local)
1173079	SR 32 to 191 <sup>st</sup> St.	\$1,096,667 (federal)/\$822,583(local)
1173193	191 <sup>st</sup> to 216 <sup>th</sup>	\$1,000,000 (federal)/(\$1.4M (local)

A TIP amendment request was submitted and approved by the MPO which placed both the 09 and the 11 project into the TIP with the 09 labeled strictly for Design, Survey and R/W and the 11 labeled for construction and construction inspection. Currently, there is a RFP out for the Design and R/W acquisition for the Monon Trail. North of SR32 to the Monon Trails Elementary School.